

# FULL TIME NATIONAL GUARD DUTY (FTNGD) VACANCY ANNOUNCEMENT

<b>HUMAN RESOURCES OFFICE</b> <b>KANSAS NATIONAL GUARD</b> <b>2800 SW TOPEKA BLVD</b> <b>TOPEKA, KS 66611-1287</b>	<b>Date:</b>  11 October 2016	<b>Announcement No:</b>  RR-2016-011
<b>OPEN TO:</b> Current members of the KSARNG	<b>Applications will be accepted until:</b> 1500 hrs. 24 October 2016	
<b>TYPE OF VACANCY:</b> <b>KC MEPS Assistant Operations Support Officer (AOPSO) , 1LT - CPT</b>	<b>SELECTION FACTORS:</b> See Paragraphs below	
<b>LOCATION OF VACANCY:</b> <b>KS R &amp; R BN, KC MEPS, KC, MO</b>	<b>Minimum Grade</b> First Lieutenant (O1)	<b>Maximum Grade</b> Captain (O3)

## **SPECIFICATIONS:**

- 1) This position is MOS immaterial.
- 2) Position requires a secret security clearance or investigation prior to assignment into the position.
- 3) Persons receiving or eligible to receive a Federal military retired pay are not eligible.
- 4) Individuals on Temporary Profile or pending MR2 Actions will not be considered for FTNGDOS duty.
- 5) Soldiers with incomplete and outstanding LOD actions or on INCAP pay will not be considered for FTNGDOS duty.
- 6) Orders are subject to the availability of funds and continuation of mission requirements.
- 7) Selecting Supervisor may conduct an appearance interview (hiring board) in the event that multiple qualified applications are received.
- 8) Permanent Change of Station is not authorized.
- 9) Must meet the requirements under Chapter 3, AR 40-501, Standard of Medical Fitness and cannot have a physical profile that prevents them from wearing the full combat uniform, including body armor and helmet.
- 10) Must have a current valid driver's license.
- 11) Must not be within 6 months of expiration of term of service.
- 12) Soldiers must have less than 15 year's active federal service to apply.

## **Other stipulations**

- 1) Individual must have a current, passing APFT and must meet height/weight standards to be appointed to this position.
- 2) Position available upon funding from NGB.
- 3) Start date: 1 October 2016
- 4) End date: 30 September 2017

## **Duty description:**

Assistant Operations Officer of a jointly staffed Military Entrance Processing Station (MEPS) consisting of nine military, 43 civilian personnel, and seven fee-based physicians; responsible for the quality of military accessions during peacetime and mobilization in accordance with established standards; responsible for administrative management; leading over 12,000 Armed Forces applicants per year; responsible for the administration of the final oath of office and transitioning over 4,700 applicants into the Armed Forces annually for all branches of the Armed Forces to thirteen basic training locations throughout the continental United States; provides oversight of contracts valued in excess of \$1.8 million; coordinates for the completion of all requirements and taskings from higher headquarters; ensures the commander abreast of applicant flow and current processing concerns; supports the MEPS staff to ensure the accomplishment of all requirements; responsible for the health and welfare of all assigned personnel. Assigned as Force Protection Officer, Emergency Management Assistance Plans Officer, the Human Immunodeficiency Virus (HIV) and Drug and Alcohol Testing (DAT) Quality Control Officer Station Safety Officer, and other additional duties as required.

**Selecting Supervisor:** LTC Shy Warner at [shy.m.warner.mil@mail.mil](mailto:shy.m.warner.mil@mail.mil) or (785) 274-1091  
**POC for duty description:** MAJ Crystal Jones at [Crystal.r.jones16.mil@mail.mil](mailto:Crystal.r.jones16.mil@mail.mil) or (846) 891-9490 ext: 239

**APPLICATION PROCEDURES:** All applications must be submitted via email to [ng.ks.ksarng.list.hro-agr-applications@mail.mil](mailto:ng.ks.ksarng.list.hro-agr-applications@mail.mil)

- a. ARNG Format 1058-R, Jul 10 version only. May be found on our website at [http://www.kansastag.gov/Fed\\_jobs\\_fulltime\\_ng.asp](http://www.kansastag.gov/Fed_jobs_fulltime_ng.asp) under Quick Links
- b. Current Individual Medical Readiness (IMR) Report.
- c. Enlisted Record Brief (ERB).
- d. Personnel Qualification Record (PQR)
- e. Current RPAM statement (NGB Form 23B).
- f. Last five DA Forms 2166-8 (NCOER) for SGT and above or Letter of recommendation for SPC.
- g. Current DA Form 705 (Include DA 3349 if precluded from standard 3 event test.)
- h. Certified Height/Weight or DA 5500 or 5501 within 6 months of the closing date (May 2013 version only) if exceeds screening Table Weight
- i. Copy of driver's license.

**Ensure that the following information is reflected on the DA Form 1058-R:** Tour Announcement number in block 1 and current telephone number where you can be reached. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application in block 24.

**\*\* Please review your application for accuracy prior to submission to HRO. Any documentation missing requires a letter regarding the circumstances. NOTHING WILL BE ADDED TO THE APPLICATION AFTER THE TIME PROVIDED ON THE CLOSING DATE. Applications without all required documentation will be returned without consideration. Applications received after the closing date will be returned without consideration.**

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.